

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System DARE COUNTY

ABC Employees

1. How many employees does your ABC system have? full-time 25 part-time 0
other WE HIRE UP TO FOUR STUDENTS FOR SUMMER EMPLOYMENT.

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME FIELDS SCARBOROUGH TITLE SUPERVISOR
SALARY\$ 84,345. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 04-15-78

NAME CINDY MORRIS TITLE SECRETARY/ACCOUNTING
SALARY\$ 48,313. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 07-15-86

NAME DAVID VANCE TITLE LAW ENFORCEMENT
SALARY\$ 42,450. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 12-01-01

NAME TED TOLER TITLE ASSISTANT SUPERVISOR
SALARY\$ 42,030. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 02-01-08

NAME BOB JONES TITLE MANAGER/STORE #2
SALARY\$ --- BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 08-18-86

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME FIELDS SCARBOROUGH TITLE SUPERVISOR
SALARY\$ 80,657. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 04-15-78

NAME GEORGE SCARBOROUGH TITLE ASSISTANT SUPERVISOR
SALARY\$ 50,519. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 03-28-77

NAME CINDY MORRIS TITLE SECRETARY/ACCOUNTING
SALARY\$ 44,394. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 07-15-86

NAME DAVID VANCE TITLE LAW ENFORCEMENT
SALARY\$ 41,395. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 12-01-01

NAME BOB JONES TITLE MANAGER/STORE #2
SALARY\$ 39,790. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 08-18-86

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME FIELDS SCARBOROUGH TITLE SUPERVISOR
SALARY\$ 75,948. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 04-15-78

NAME GEORGE SCARBOROUGH TITLE ASSISTANT SUPERVISOR
SALARY\$ 48,069. BONUS\$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 03-28-77

NAME CINDY MORRIS TITLE SECRETARY/ACCOUNTING
 SALARY \$ 42,240. BONUS \$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 07-15-86

NAME DAVID VANCE TITLE LAW ENFORCEMENT
 SALARY \$ 40,170. BONUS \$ --- BENEFITS Yes ☒ No ☐ HIRE DATE 12-01-01

NAME BOB JONES TITLE MANAGER/STORE #2
 SALARY \$ 32,847. BONUS \$ --- BENEFITS Yes ☒ No ☐ HIRE DATE ---

3. Please attach a list of the benefits you pay to your 5 highest paid employees. ☒

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

W. RAY WHITE, CHAIRMAN 4800.; RONALD K. TILLET, MEMBER 3600.;
J. CARL HAYES, MEMBER 3600.

Fiscal Year 2008

SAME AS ABOVE.

Fiscal Year 2007

SAME AS ABOVE.

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? ---

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? ---

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? --- Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? --- Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No N/A

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No N/A

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? --- Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? --- Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? ---

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$0.00

Submitted by Name FIELD, SCARBOROUGH Title: SUPERVISOR Date: 11-20-09

Benefits

Retirement; Health Insurance; Annual Leave; Sick Leave; Paid Holidays; Longevity Pay*. 401K is paid to our law enforcement officer, as required by law.

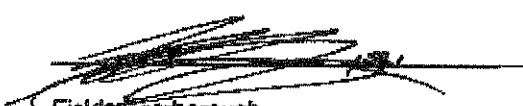
* Longevity pay is based as follows: 5-9 years 2% of annual salary; 10-14 years 4% of annual salary; 15-19 years 6% of annual salary; 20+ years 8% of annual salary. Our law enforcement officer was given credit for time worked the Dare County Sheriff's Department (12 years, 2 months, 2 weeks. 09-15-89).

2104 South Croatan Highway
Nags Head, North Carolina 27959
252-441-5121
252-441-2991 Fax
darecountyabcboard@embarqmail.com

**DARE COUNTY
ABC BOARD**

Fax

To:	Laurie Lee	From:	Fields Scarborough
Fax:	1-919-661-5927	Fax:	252-441-2991
Pages:	4 (including cover)	Date:	11-20-09
Re:	Survey	cc:	

• Comments:
Fields Scarborough

Supervisor, DCABCB

RECEIVED

NOV 20 2009

NC ABC COMMISSION

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System

Dobson

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Jon Bledsoe TITLE Asst. Manager
SALARY\$ 27,900.00 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 12-2001

NAME Ralph Holt TITLE Manager
SALARY\$ 24,562.00 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 12-1995

NAME Jerry Holt TITLE _____
SALARY\$ 10,500.00 BONUS \$ 400.00 BENEFITS Yes ☐ No ☒ HIRE DATE 2-1996

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Jon Bledsoe TITLE _____
SALARY\$ 26,600.00 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Ralph Holt TITLE _____
SALARY\$ 23,400.00 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Jerry Holt TITLE _____
SALARY\$ 9,200.00 BONUS \$ 400.00 BENEFITS Yes ☐ No ☒ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Jon Bledsoe TITLE _____
SALARY\$ 25,300.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Ralph Holt TITLE _____
SALARY\$ 22,700.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Jerry Holt TITLE _____
SALARY \$ 9,100.00 BONUS \$ 210.00 BENEFITS Yes ___ No X HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Paul Jackson \$700.00, John Lawson \$500.00,
Todd Dockery \$500.00

Fiscal Year 2008

Paul Jackson \$700.00, John Lawson \$500.00,
Todd Dockery \$500.00

Fiscal Year 2007

Paul Jackson \$700.00, John Lawson \$500.00,
Todd Dockery \$500.00

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ___ No X If so, what? _____

7. Do you have a travel policy for board members/employees? Yes X No ___ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No X

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No X

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$259.04

Submitted by Name Ruby Holt Title: Manager Date: 11-26-09

Benefits for Town of Dobson ABC Employees

2008/2009 Health Ins. Blue Cross and Blue Shield of NC

**Jon Bledsoe: Insurance policy plus two kids \$638.02, 65/35% Employer: \$414.00
Employee: \$223.30 per month**

Ralph Holt: Insurance policy Employer: \$585.63 per month

2007/2008

Jon Bledsoe: Employer: \$328.04 per month

Ralph Holt: Employer: \$533.65 per month

2006/2007

Jon Bledsoe: Employer: \$234.74 per month

Ralph Holt: Employer: \$430.05 per month

No reimbursement will be made for expenses incurred in making repairs or for towing of the vehicle. Coverage of these expenses is provided for the mileage rate. The employee will be reimbursed for parking fees and tolls.

Travel advances may be approved at the discretion of the General Manager. Travel advances in cash or check will be issued the last workday before the travel event is scheduled to occur and may not exceed the estimated travel cost. Each advance must be accounted for on the travel expense report.

Miscellaneous

Expenses incurred by the Board or employee, while hosting special conferences or meetings conducted expressly for transacting Board business incidental to the event for which travel is authorized, may be reimbursed will be identified on the Travel Expense Report. Supporting documentation for such expenses may include validated receipts and must list the dates and nature of the conference or meeting.

A personal "safe arrival" telephone call is authorized. An additional telephone call is permissible in the event of an itinerary change or after a three day period of absence. The maximum allowable reimbursement is limited to \$3.00 per telephone call. Any phone charges other than as authorized, must be fully detailed and business related. All long-distance calls are to be documented on the Travel Expense Report.

This travel policy covers expenses of Board members and employees only. Any expenses pertaining to a spouse or guest that may be included as a group event, such as conventions or conference registration fees, shows, meals, etc., should be paid by the appropriate Board member or employee when the group purchase of these items is made.

Reporting Procedures

A requesting party submitting a falsified Travel Expense Report will be subject to disciplinary action and possible criminal prosecution. An authorizing party who approves a Travel Expense Report which they know to be false will be subject to disciplinary action or possible criminal prosecution.

The Travel Expense Report must be submitted to the General Manager for approval and then forwarded to the Accounting Department. The Accounting Department will determine that the reimbursement request has been properly approved, that it is mathematically correct, and that requested reimbursement agrees to submitted receipts and are within the limits of this policy. If an error in reimbursement request is found, the reimbursement request will be returned to the traveler for correction prior to processing and subsequent payment by the Accounting Department. Any correction that increases the monetary amounts requested, will need to be re-authorized per the above procedures.

**TRAVEL POLICY
FOR
TOWN OF DOBSON BOARD OF ALCOHOLIC CONTROL**

ADOPTED MAY 7, 2007

The policy of the Town of Dobson Board of Alcoholic Control is to reimburse employees and board members traveling on authorized board business for all reasonable expenses incurred as a result of travel.

Lodging

Lodging expenses will be reimbursed at the actual cost of the room, provided that the employee or board member will seek reasonably priced lodging. Employees or board members sharing a room with a non-board employee will be reimbursed at the single occupancy rate.

Meals

The board will not reimburse the cost of meals for one-day travel unless the meal is part of the program or function being attended.

Reimbursement for meals (including gratuities) for trips requiring overnight travel is limited to the total actual expenses incurred.

Receipts for all meals are required for reimbursement with the following exceptions:

IRS substantiation requirements (no receipts required) will be satisfied if reimbursement does not exceed the following daily allowances:

Breakfast	\$7.00
Lunch	\$9.00
Dinner	<u>\$24.00</u>
	\$40.00

Travel

Reimbursement for travel by private vehicle at the rate of .44 cents per mile is paid directly to the employee. Reimbursement will be made on this milage basis unless it is more expensive than what it would cost to reach the same destination by air. The cost of air travel tourist class is used for this comparison.

Declarations: Effective Date

Section 1. Declarations: Effective Date. The Town of Dobson ABC Board hereby declares:

- (a) That should any section, paragraph, sentence or word of this resolution be declared for any reason invalid, it is the intent of the Town of Dobson ABC Board that such body would have passed all other portions of this resolution independent of elimination here from of any such portions as may be declared invalid.
- (b) That this resolution shall take effect and be in force from and after the date of its ratification.

Ratified on this 7 day of May, 2007

Paul Jackson, Chairman
Town of Dobson ABC Board

Paul Jackson

Todd Dockery
Town of Dobson ABC Board

Todd Dockery

John Lawson
Town of Dobson ABC Board

John Lawson

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

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NOV 30 2009
NC ABC COMMISSION

Name of ABC System DUNN ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 8
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Robert T Parker TITLE Manager
SALARY \$ 46,591.05 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9-12-1999

NAME Bonnie Lee TITLE Clerk
SALARY \$ 25,683.63 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-20-1987

NAME Terra Jackson TITLE Clerk
SALARY \$ 22,358.40 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-1998

NAME Jennifer Jernigan TITLE Clerk
SALARY \$ 16,510.09 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 9-20-2004

NAME Kitsy Birdsong TITLE Clerk
SALARY \$ 13,098.17 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 6-21-2006

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Robert T Parker TITLE Manager
SALARY \$ 47,191.56 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9-12-1999

NAME Bonnie Lee TITLE Clerk
SALARY \$ 24,227.21 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9-20-1987

NAME Terra Jackson TITLE Clerk
SALARY \$ 20,761.46 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-1998

NAME Jennifer Jernigan TITLE Clerk
SALARY \$ 14,554.48 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 9-20-2004

NAME Kitsy Birdsong TITLE Clerk
SALARY \$ 10,277.69 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 6-21-2006

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Robert T Parker TITLE Manager
SALARY \$ 44,128.11 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9-12-1999

NAME Bonnie Lee TITLE Clerk
SALARY \$ 23,100.81 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-20-1987

NAME Terra Jackson TITLE Clerk
SALARY \$ 19769.95 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-1998

NAME Jennifer Vernigan TITLE Clerk
SALARY \$ 13065.42 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 9-20-2004

NAME Sylvia K. Parker TITLE Clerk
SALARY \$ 2039.80 BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 8-19-1994

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

Insurance, Retirement, 401K

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Charles Smith - \$1200.00 Helen Alsbaugh - \$960.00
J.C. Moore - \$960.00

Fiscal Year 2008

Charles Smith - \$960.00 Shannon Brown - \$1200.00
Helen Alsbaugh - \$960.00

Fiscal Year 2007

Charles Smith - \$960.00 Shannon Brown - \$1200.00
Helen Alsbaugh - \$960.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$5070.16

Submitted by Name Roberts Parker Title: Manager Date: 11-24-2009

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Durham County ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 54 part-time 28
other -0-

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Randolph Mills, Jr. TITLE General Manager
SALARY \$ 108,000 BONUS \$ 4,093 BENEFITS Yes ☒ No ☐ HIRE DATE 9/2/97

NAME Lee Keatts TITLE Fiscal Services Director
SALARY \$ 65,188 BONUS \$ 2,424 BENEFITS Yes ☒ No ☐ HIRE DATE 3/13/02

NAME Perlie Davis TITLE Support Services Director
SALARY \$ 63,757 BONUS \$ 2,357 BENEFITS Yes ☒ No ☐ HIRE DATE 9/8/05

NAME Derrick McMillan TITLE Chief of Law Enforcement
SALARY \$ 59,196 BONUS \$ 2,135 BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/01

NAME Eddie Hewlin TITLE Operations Manager
SALARY \$ 58,505 BONUS \$ 2,170 BENEFITS Yes ☒ No ☐ HIRE DATE 3/10/80

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Randolph Mills, Jr. TITLE General Manager
SALARY \$ 102,448 BONUS \$ 3,936 BENEFITS Yes ☒ No ☐ HIRE DATE 9/2/97

NAME Lee Keatts TITLE Fiscal Services Director
SALARY \$ 62,470 BONUS \$ 2,303 BENEFITS Yes ☒ No ☐ HIRE DATE 3/13/02

NAME Perlie Davis TITLE Support Services Director
SALARY \$ 60,783 BONUS \$ 2,266 BENEFITS Yes ☒ No ☐ HIRE DATE 9/8/05

NAME Derrick McMillan TITLE Chief of Law Enforcement
SALARY \$ 56,995 BONUS \$ 2,002 BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/01

NAME Eddie Hewlin TITLE Operations Manager
SALARY \$ 55,857 BONUS \$ 2,091 BENEFITS Yes ☒ No ☐ HIRE DATE 3/10/80

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Randolph Mills, Jr. TITLE General Manager
SALARY \$ 98,499 BONUS \$ 3,800 BENEFITS Yes ☒ No ☐ HIRE DATE 9/2/97

NAME Lee Keatts TITLE Fiscal Services Director
SALARY \$ 60,249 BONUS \$ 1,660 BENEFITS Yes ☒ No ☐ HIRE DATE 3/13/02

NAME Perlie Davis TITLE Support Services Director
 SALARY \$ 58,257 BONUS \$ 750 BENEFITS Yes ☒ No ☐ HIRE DATE 9/8/05
 NAME Derrick McMillan TITLE Chief of Law Enforcement
 SALARY \$ 51,057 BONUS \$ 1,422 BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/01
 NAME Eddie Hewlin TITLE Operations Manager
 SALARY \$ 53,831 BONUS \$ 1,536 BENEFITS Yes ☒ No ☐ HIRE DATE 3/10/80

3. Please attach a list of the benefits you pay to your 5 highest paid employees. See attached list.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

See Attached List

Fiscal Year 2008

See Attached List

Fiscal Year 2007

See Attached List

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.
Aug.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.
Aug.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐ Also specified in separate policy.

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.
Aug.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.
Aug.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$18,376

Submitted by Name Randolph Mills Jr. Title: General Manager Date: 11/25/2009

[Signature]

**Durham County ABC Board
Benefits for 5 Highest Paid Employees
ABC Commission Compensation & Benefits Survey
November 25, 2009**

Benefits for the 5 Highest Paid Employees are the same as benefits for all full-time employees:

Note: For all insurance benefits the ABC Board pays 90% of the premiums and the employee pays 10% of the premiums. If the employee chooses to have additional coverage for Spouse, Dependent(s) or Family the employee pays 100% of the premiums for the additional coverage.

- 1 Employee-only Health Insurance
- 2 Employee-only Dental Insurance
- 3 Disability Insurance - Short-Term and Long-Term
- 4 Term Life and AD&D (Accidental Death & Dismemberment) Insurance
The insurance amount is equal to the employee's annual salary.
- 5 Paid Sick Leave of Two Weeks Per Year
- 6 Paid Vacation Leave - Two to Four Weeks Per Year depending on cumulative years of employment.
- 7 N.C. Local Government Employee's Retirement System - All full-time employees are required to contribute 6% from each paycheck (payroll deduction) and the ABC Board is required to make a matching contribution of 4.95% for regular employees and 4.86% for Law Enforcement Employees.
- 8 Employee-only Health Insurance for Retirees - This benefit is being phased out and will be completely eliminated by June 30, 2019. Currently, employees who retire are provided continued Health Insurance up until age 65. Depending on age at retirement and years of service, the retiree will pay either 25% or 100% of the insurance premium.

Additional Benefits for Law Enforcement Personnel:

- 1 Law Enforcement Officers' Special Separation Allowance - an ABC Board administered single-employer defined benefit pension plan for the Board's qualified sworn law enforcement officers. The Separation Allowance is equal to 0.85% of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service.
- 2 Supplemental Retirement Income Plan for Law Enforcement Officers - a defined contribution pension plan administered by the Department of State Treasurer. The Board is required to contribute 5% of each officer's salary and the officer may make additional voluntary contributions.

DURHAM COUNTY A. B. C. BOARD

BOARD MEMBERS COMPENSATION

Date: **11/25/2009**

BOARD MEMBER	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009
E'vonne Coleman	\$100.00		
Emily A. Page	\$1,450.00	\$2,400.00	\$2,400.00
Kimberly D. Shaw	\$1,450.00	\$2,400.00	\$2,400.00
Charles D. Watts, Jr.	\$1,700.00	\$3,000.00	\$3,000.00
Connie J. White	\$1,400.00	\$2,400.00	\$2,400.00
Charles Wilson, Jr.	\$1,500.00	\$2,400.00	\$2,400.00
Total	\$7,600.00	\$12,600.00	\$12,600.00

\\Durham-office\dl\ACCTG\Accountant Files on M\Forms\Board Members Compensation for Fiscal Year 2007,2008,2009.xls]

11/25/2009

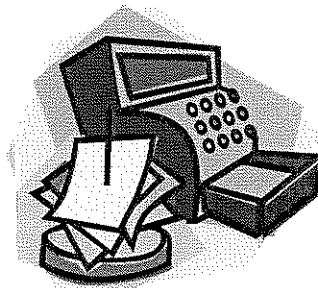
Section 9: Workplace Administration



901 TRAVEL POLICY

Travel by the Board members and employees (henceforth referred to as "employee") are necessary and useful to the accomplishment of many Alcoholic Beverage Control functions. It is the purpose of these regulations to establish the procedure for authorizing employee travel and to describe the system of reimbursement of travel expense.

Receipts are required for all travel expenses. Receipts issued by the vendor are mandatory for airline tickets, hotel expenses, meals and conference registration fees. In special circumstances where a vendor receipt is not available, an explanatory statement for minor meal or incidental expenses may be provided in lieu of a receipt.



These regulations are intended to be consistent with efficient operation while permitting sufficient flexibility on the part of the employee traveling on authorized Durham County ABC Board business.

General Information

Appropriation: The amount needed for annual travel must be included in each annual budget request. This total will include the estimated travel cost of anticipated training and conference trips and the estimated costs of routine travel to ABC systems within the state.

Authorization: The responsibility for keeping within the travel budget of each activity lies with the general manager. The authorization of all trips involving the use of budgeted funds will be as follows:

- (a) The general manager must approve all travel.
- (b) All trips, which will involve expenses in excess of the total amount, budgeted for travel in any department will require the additional approval of the general manager.

Combining Business and Vacation: If an employee wishes to combine a business trip with a vacation

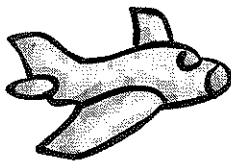
- (a) The proper manager must approve the arrangement.
- (b) The Durham County ABC Board will provide **only** the reimbursement, which would have been approved if the most economical mode of transportation had been used to that business destination.
- (c) The Durham County ABC Board will provide **only** that reimbursement which covers the actual expenses of the business portion of the trip.
- (d) The employee must specify on the Business Expense Voucher Form the dates of the conference or meeting and the total days of the trip so that vacation time can be computed.

Travel with Spouse and/or Family: Spouses and/or other family members may accompany an employee on official trips. However, Durham County ABC provides reimbursement for **only** those expenses which the employee would normally incur if traveling alone.

Travel with Someone from another Board: If an employee travels with someone from another ABC system in a vehicle owned by that person or his employer, and if he shares the cost of the trip, he can receive reimbursement for his share **only** if proper receipts are submitted to the general manager. Reimbursement for this method of travel must receive prior permission from the appropriate manager.



902 TRAVEL COSTS



Transportation: Ordinarily, the most economical and expeditious form of transportation will be used. If there is some doubt as to the best method of travel, the matter should be taken up with the general manager.

- (a) **Travel by Air:** Durham County ABC employees are expected to use coach class air travel. Should an employee find air travel objectionable, the appropriate manager may grant an exception to the regulations, and travel may be authorized by some other method even though air travel may be the most economical.

(b) Travel by Durham County ABC Vehicle: **Only** Durham County ABC employees and other persons so authorized will be permitted to travel in Durham County ABC vehicles. Unless impractical, all travel related vehicle expenses, (i.e., oil, gasoline, repairs), should be charged on a Durham County ABC credit account. Reimbursement may be made for gasoline, oil, repairs, storage, parking, tolls and other necessary expenses for the use of the Durham County ABC vehicle outside this provision. A paid receipt must support all reimbursement requests of this nature. The general manager must approve travel by Durham County ABC vehicle outside North Carolina.

(c) Travel by Private Vehicle: The use of a private vehicle would normally be confined to destinations within the state or those in neighboring states where it is more advisable to travel by vehicle because of expediency and destination accessibility. The general manager must approve travel by private vehicle outside of North Carolina.

Reimbursement for travel by private vehicle is at the current IRS approved rate per mile and is paid directly to the employee. Reimbursement will be made on this mileage basis unless it is more expensive than what it would cost to reach the same destination by air. The cost of air travel coach class is used for this comparison.

No reimbursement will be made for expenses incurred in making repairs or for towing of the vehicle. Coverage of these expenses is provided in the mileage rate. The employee will be reimbursed for parking fees and tolls.

Meals: The traveling employee will be reimbursed for actual expenses incurred for meals and tips within a reasonable amount. . Employees will be reimbursed for actual meal expenses, provided meal receipts are submitted and the general manager approves the amount.

Lodging: Lodging shall be at reasonable prices. If the amounts listed for these items appear unreasonable, the expense report will be returned for an explanation.



Telephone: One daily personal, five-minute telephone call is authorized for reimbursement as a travel expense. All other telephone charges must be fully detailed and business related. The employee must keep a list of the number, party, and location called in order to claim.

Parking Fees and Tolls: Parking fees and tolls are reimbursable. Receipts must be submitted.

Tips: Tipping is inherent with all travel plans. Employees traveling as a representative of the Durham County ABC Board would be expected to tip ancillary services, commensurate with the level of service received, exercising the same care in incurring expenses as if expending personal funds.

Public Transportation: Expenses for taxis, buses and shuttles are reimbursable. Receipts must be submitted.



903 TRAVEL PROCEDURES

All appropriate travel requests and information should be submitted to the general manager.

Advance Funds: If an advance of travel funds is requested, a request for funds must be approved by the manager and forwarded to the general manager.

After a Trip: Within ten days after any travel, the employee must complete the standard Business Expense Voucher Form and submit it to the manager for approval and signature. Bills and original receipts supporting the following expenditures must as required, be attached:

- Transportation
- Lodging
- Meals
- Registration fees
- Vehicle rental
- Personal vehicle expenditure (repairs, gas, oil, storage, parking)
- Parking fees/ tolls

If the actual expenses considerably exceed the original estimate, a justification statement must be reviewed and approved by the appropriate manager.

Amount due the Employee: The employee will be reimbursed for any justified amount spent above the initial travel advance.

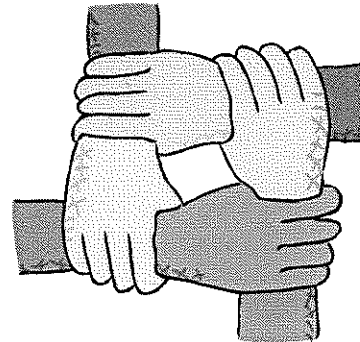
Amount due Durham County ABC: If the travel advance exceeds actual travel expenses, the employee will submit a check or cash for the amount due Durham County ABC.

reprisal. Any person found to be engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Please refer to *Section 803, Sexual and Other Discriminatory Harassment*.



302 EMPLOYEE COMMITMENT

The Durham County ABC Board demonstrates its commitment to employees by working to respond effectively to employee concerns. It is the Durham County ABC Board's belief that employees treated with honesty and respect will reflect this treatment in their job performance and their representation of the Durham County ABC Board.



The Durham County ABC Board's experience has shown that when employees deal openly and directly with senior management, the work environment can be rewarding, communications can be clear, and attitudes can be positive.



303 BUSINESS ETHICS AND CODE OF CONDUCT

The successful business operation and reputation of the Durham County ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Durham County ABC Board is dependent upon the trust and confidence of the individuals with whom we work. Each employee owes a duty to the Durham County ABC Board to conduct themselves in a positive and professional manner at all times that will merit continued trust and confidence.

The Durham County ABC Board will comply with all applicable laws and regulations and expects its board members, general manager, chief of law enforcement, and other managers and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your site manager.

Compliance with this policy of business ethics and conduct is the responsibility of every Durham County ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.



304 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Durham County ABC Board expects the organization to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, for a relative, or for a personal favor as a result of the Durham County ABC Board's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The Durham County ABC Board will not assume a conflict of interest exists simply because an employee has a relationship with outside firms. However, if an employee has any influence on the Durham County ABC Board transactions involving purchases, contracts, or leases, it is imperative that he discloses to the general manager as soon as possible the existence of any actual, potential or perceived conflict of interest so that safeguards can be established to protect all parties.

grievance, in writing, to the general manager. Within five (5) complete working days after receipt of the grievance, the general manager will investigate the grievance, document the investigation and advise the employee in writing of the determination. The employee will sign and date a copy of the general manager's determination to acknowledge receipt thereof.

- Step 2. If the employee is not satisfied with the determination of the general manager, the employee may appeal in writing to the Chairman of the Board of Durham County ABC within five (5) working days after receipt of the general manager's determination. The Chairman shall bring the matter to the Board at the next regularly scheduled meeting and respond to the employee within five (5) working days after the meeting to acknowledge receipt of the grievance. The Board will advise the employee in writing of its determination. A copy of the Board's determination will be placed in the employee's personnel file and will be considered final. The Board recognizes the importance of resolving issues as soon as possible.



808 GIFTS OR GRATUITIES

The North Carolina ABC Commission regarding the issuance of gifts or inducements by industry personnel to ABC employees, and the acceptance of such gifts or gratuities has set definitive rules. Also, the North Carolina General Statutes address this subject, and it is a matter, which is now viewed with much scrutiny.



No official or employee of the Durham County ABC Board shall accept any gift of value, whether in the form of service, loan, thing, or promise, from any person interested directly or indirectly in doing business with this board. Nor shall any official or employee:

1. Accept any gift, favor, or thing of value that may tend to influence the employee in the discharge of duties, or
2. Grant in the discharge of duties any improper favor, service, or thing of value.

For the purpose of defining N.C General Statute 18B-1116 (a) (3), a "thing of value or gift" is any gratuity, favor, discount, entertainment, hospitality, loan,

tickets or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees and meals. Advertising novelties will not be construed to be "a thing of value."

To clarify the board's position on acceptance of gifts, the following rules shall apply, in accordance with NC Administrative Code section .0901 DISTILLER REPRESENTATIVES: PROHIBITED ACTS:

1. Representative of a distiller, or anyone acting for or on behalf of a distiller, or any person interested directly or indirectly in doing business with the Durham County ABC Board, including distiller representative, shall not give, and employee shall not accept, liquor, gifts of value, or advertising novelties to store personnel. A distillery or liquor representative is prohibited from entering an ABC store except for the purpose of calling on the "buyer" or general manager, making a purchase, or constructing a point-of-sale display which has been pre-approved by the general manager.
2. Advertising novelties are defined but not limited to: disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key-chains, shot glasses or other glassware, sunglasses, or other items which bear advertising matter. An industry representative may not give advertising novelties to store employees. Items may be given to the general manager for disbursement to the employees. An employee who asks for gifts of any kind is equally in violation of the administrative code as the representative who gives the gift.
3. The Board will allow modest hospitality provided by an industry member to the general manager, board members, or their designee. An unsolicited meal is deemed an acceptable business practice. Also, participation in social functions at ABC meetings or conferences, which are sponsored by industry representatives, is also permitted.

While every situation that might arise may not be addressed in this policy, an employee or official must act with prudence as to avoid any conflict of state law or regulations.



306 LIMITATION ON EMPLOYMENT OF RELATIVES

Two members of an immediate family, as hereinafter defined, shall not be employed in the Durham County ABC Board at the same time. "Immediate family" is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, stepdaughter, stepbrother, and stepsister.

Members of the Board or spouses of such persons and blood relatives of such persons to a degree of first cousin or closer shall not be employed in any capacity within the Durham County ABC system.



307 RESTRICTIONS ON ACCESS TO EMPLOYEE PERSONNEL RECORDS

The following information is a matter of public record: Name, age, date of original employment, current position title, current salary, date and amount of most recent increase or decrease, date and salary of most recent promotion, demotion, transfer, suspension, separation or other changes in position classification, and the office to which currently assigned. Any person may have access to this information during regular hours in the Durham County ABC administrative office.



In compliance with Public Records Laws of North Carolina, all information, other than public records noted above, is confidential and shall be open to inspection in the Durham County ABC administrative office only in the following instances:

- Employee or his duly authorized agent may inspect the employee's personnel file;
- Physician designated in writing by employee may examine the employee's medical record;
- Employee's managers may examine an employee's entire personnel file;
- A court order may provide access to a duly authorized person to examine a personnel file;

Section 10: Allocation of Positions and Salary Plan



1001 INTRODUCTION

The general manager shall allocate each position covered by the classification plan to its appropriate class in the position classification plan.



1002 COVERAGE OF CLASSIFICATION PLANS

The attached "Position Classification Plan" and "Organization Chart" (see Appendix) shall be the classification plan of the Durham County Alcoholic Beverage Control Board. This classification plan shall include all regular classes of positions.



1003 OPERATION OF CLASSIFICATION PLAN

The general manager shall be responsible for the administration and operation of the Position Classification Plan. Managers shall be responsible for bringing to the attention of the general manager (1) the need for new positions, and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing position. Following the receipt of such information concerning any existing or proposed position, the general manager shall re-evaluate the position and shall either (1) allocate the new position to the appropriate class within the existing classification plan, or (2) recommend that the Board amend the position classification plan to establish a new class to which the new position may be allocated. When the general manager finds that a substantial change has occurred in the nature or level of duties and responsibilities of an existing position, the general manager shall (1)

direct that the existing specifications be revised, (2) reallocate the position to the appropriate class within the existing classification plan, or (3) recommend that the Board amend the position classification plan to establish a new class to which the position may be allocated.



1004 AMENDMENT OF CLASSIFICATION PLAN

Classes of positions shall be added to and deleted from the position plan by the recommendation of the general manager. Periodically, the Durham County ABC Board's legal counsel to ensure compliance with federal and state labor laws shall review the position classification plan and related documents.



1005 COVERAGE OF SALARY PLAN

The "Position Classification Plan and Pay Scale" (see Appendix) shall be the salary plan of the Durham County Alcoholic Beverage Control Board. The salary plan shall include all classes of positions (exempt and non-exempt), regular and part time, included in the classification plan.

The general manager and chief of law enforcement, exempt positions, are excluded from coverage of the salary plan. The Board evaluates the general manager annually and the Board adjusts his salary on the anniversary date of the last increase. The chief of law enforcement is evaluated by the general manager.



1006 MAINTENANCE OF SALARY PLAN

The general manager shall secure information concerning the general level of salaries paid and fringe benefits provided in private industry in the area, the salaries paid and fringe benefits provided to comparable county, municipal and state employees, and any change in the cost of living in the area during the fiscal year. The general manager shall conduct continuing studies of the internal relationships between classes in order to reduce or eliminate inequities between classes of positions. Based on the studies and the general financial condition of the Durham County ABC Board, the general manager shall recommend to the Board such increases, reductions or amendments of the salary plan as deemed necessary to maintain an equitable and adequate salary plan.



1007 PAYMENT AT A LISTED RATE

All employees covered by this salary plan, except employees in a "trainee status," as defined hereinafter, shall be paid at a rate within the salary ranges established for their respective job classifications.



1008 ENTRANCE AT HIRING RATE

Each new employee shall be appointed at the hiring rate which has been established for the classification in which employed except:

- A. If the new employee does not meet the minimum requirements of the position and qualified applicants for the position are not available, the general manager upon recommendation of the applicable manager may designate the employee as a "trainee" to be appointed at a salary below the hiring rate;



- B. When the general manager shall determine that there has been a demonstrated inability to recruit at the hiring salary or that an applicant possesses exceptional qualifications, the general manager may authorize the employment of an applicant at a rate higher than the hiring rate in the salary range.



1009 SALARY OF THE NEW INTRODUCTORY EMPLOYEE

An applicant hired who meets all of the established requirements of the position shall be appointed at least to the hiring salary. Upon successful completion of the introductory period and total employment of six months, the new introductory employee will be increased to the minimum salary of the position range.



1010 SALARY OF PROMOTED OR RECLASSIFIED EMPLOYEES (EXEMPT AND NON-EXEMPT)

The salary of an employee promoted or reclassified from one class to another having a higher pay range shall be adjusted to at least the minimum of the new range or to 3.0% above his old salary, whichever is higher. On each yearly anniversary date of the employee's last pay increase, the employee shall be eligible to participate in the annual merit review approved by the Board. The reclassification of a position to a class having a lower pay range shall not result in a reduction of the salary of the reclassified employee.



1011 SALARY REVIEWS

On the anniversary date of each employee's last increase, the employee is eligible to participate in the annual salary review. Increases, if granted, are within amounts determined through the annual personnel budgeting process. Salary increases are not automatically granted, but only as a result of demonstrated performance, documented by a job performance evaluation.

Suspended employees are not eligible.

The pay scale ranges may be adjusted as directed by the Board for cost of living increases based on the general manager's studies of area salaries. Adjustment to the ranges will be made as required, but salaries will not be automatically adjusted at such time.



1012 SALARY OF TRANSFERRED EMPLOYEES



The reassignment of an employee to a position in the same class or to a position in a different class within the same pay range shall not change the employee's salary.



1013 SALARY OF DEMOTED EMPLOYEES

An employee demoted to a position in a different class with a lower minimum salary may be reduced to the maximum of the pay range for the same class to which the employee is demoted.



1014 SALARY OF PART-TIME EMPLOYEES

The pay plan is for full-time service. The compensation of any employee appointed for less than full-time service shall be proportionally reduced to actual hours of service and computed on the basis of the pay range for the class to which the employee is appointed and part-time rates paid by other area employers for similar work.



1015 PAY PERIOD

All employees shall be paid bi-weekly on Friday for the two weeks ending the previous Saturday.



1016 EFFECTIVE DATE OF SALARY ADJUSTMENTS

Salary adjustments shall become effective as of the first working day of the next or prior pay period, as designated by the general manager.

